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ABSTRACT

This handbook is designed for anyone seeking a methodical approach to needs assessment, but it is intended primarily for human resource development (HRD) professionals and for those who must validate HRD programs. It lays the foundations for needs assessment, discusses the "whats" and "whys," and then reviews the "how tos." These chapters review the basics of needs assessment: (1) "Overview of Needs Assessment"; (2) "Fundamentals of Data Gathering"; (3) "Strategic Needs Assessment"; (4) "Competency-Based Assessment"; (5) "Job and Task Analysis"; and (6) "Training Needs Assessment." The third part of the book contains the needs-assessment toolkit, including a glossary, additional resources, and information about the accompanying toolkit forms on diskette. Twenty-one toolkit forms also are reproduced in the book. (Contains 33 figures and 30 references.) (SLD)

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